

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
November 25, 2008**

The meeting was called to order at 9:00 a.m. by the Chairman, Cassandra Lawson-Johnson. The agenda along with the time and place of the meeting was posted in accordance with State Law.

**PRESENT:**

Cassandra Lawson-Johnson, Chair  
Steve Gilkeson, Vice-Chair  
Richard Campbell, Asst. Secretary  
David Aubrey, Asst. Secretary  
Carey Johnson, Member  
Stanley Haywood, Member  
Ray Friedl, Member

**ABSENT:**

George Moses, Secretary  
Toney Stricklin, Member

**ALSO PRESENT:**

Barbara McNally, Airport Manager  
Chuck Wade, Airport Attorney  
Kim McConnell, Lawton Constitution

Pat Hurley, Administrative Asst.  
Chris Pittman, La Sill Aviation  
Ray Jude, Fort Sill Transportation

The roll call confirmed that a quorum was present.

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**OLD BUSINESS**

- (a) **Minutes** – Lawson-Johnson asked for additions and/or corrections to the minutes of the Airport Authority meeting of October 21, 2008.

**MOTION BY C. JOHNSON, SECOND BY HAYWOOD**– to approve minutes of the October 21, 2008. AYES: Lawson-Johnson, Campbell, Aubrey, C. Johnson, Haywood, Friedl. ABSTAIN: Gilkeson. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. **American Eagle (Acting Manager)** – Not present.
  - b. **ASA/Delta (Jackie Hughes)** – Not present.
  - c. **LaSill Aviation (Chris Pittman)** – No report given.
  - d. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
  - e. **Fort Sill Transportation (Jim Beazer)** – Jude said Fort Sill Transportation has been in a loll, but next week they are moving 10 Black Hawks through the Airport and the following week the C-5's start coming through.
  - f. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Not present.
  - g. **TSA (Larry Kettler)** – Not present.
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## **FINANCE COMMITTEE (David Aubrey)**

- a) **FY 2008 Audit Report** – Aubrey said the Finance committee met with the auditor, Robert Turner, and went through it page for page. Aubrey said the audit was an unqualified audit with no findings or recommendations, which is a credit to McNally and staff. Aubrey said Turner had another auditor review his work because of the new and much more stringent federal auditing requirements. Aubrey said it is the recommendation of the committee to accept the audit. .

**MOTION BY C. JOHNSON, SECOND BY FRIEDL**, to approve the FY 2008 Audit, which is an unqualified audit, with no findings or recommendations as received. AYES: Campbell, Lawson-Johnson, Friedl, C. Johnson, Aubrey, Haywood, Gilkeson. NAYES: None. MOTION APPROVED.

- b) **Fuel Farm Project Funding** – Aubrey said the estimate for the sump separator that the Authority approved, has been priced at an amount higher than approved. Aubrey said the estimate is for \$ 8,672.00 bringing the tank bid up to \$ 167,477.07. Aubrey said it is the recommendation of the committee to approve the new price.

**MOTION BY HAYWOOD, SECOND BY CAMPBELL**, to approve the new price of the sump separator. AYES: Friedl, Aubrey, Gilkeson, Campbell, Haywood, Lawson- Johnson. NAYES: C. Johnson. MOTION CARRIED.

Aubrey said the City Manager requested a written project update to provide the City Council. Aubrey said the Finance and Development committees met with the City Manger and it was decided to reduce the amount being requested the City's and CCIDA to \$65,000.00 due to a reduce project amount. Aubrey thanked C. Johnson and Gilkeson for their hard work.

- c) **Final Payment to the School Land Commission** – Aubrey said the final and full payment of \$ 343,266, to the School Land Commission is due February 1<sup>st</sup>, 2009. Aubrey said the remaining interest of \$ 17,163.30, will be left in a CD that the OMSPC approved to be used toward this project.
- d) **Purchase of Airport Vehicle** – Aubrey said the Authority approved advertising for bids on a new vehicle. Aubrey said since that time the attorney discovered that we are eligible for the State Contract bid price. Aubrey said the base price for a mid utility vehicle at the state price from Dodge Chrysler Jeep of Tulsa is \$ 18,401. Aubrey said the price with the 4 wheel drive option, larger 4.7L engine and the tow package is 23,157.00. Aubrey said it is the committee recommendation to accept the state bid price and finance the vehicle for 48 months with Arvest at 5.25 % interest. C. Johnson asked why we didn't just purchase the vehicle. Aubrey said with the state of the economy, the committee believes we should keep some funds in reserve.

**MOTION BY FRIEDL, SECOND BY HAYWOOD**, to approve purchasing the mid range utility vehicle at the State bid price of \$ 23,157.00 and finance it with Arvest Bank for 48 months at 5.25 % interest. AYES: Friedl, Campbell, Haywood, Stricklin, C. Johnson, Lawson-Johnson. ABSTAIN: Aubrey NAYES: None. MOTION CARRIED.

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## **DEVELOPMENT COMMITTEE (George Moses, committee chair)**

- a. **Engineer Selection** – McNally said the committee met with the engineers on the short list for interviews. McNally said it is the Development committee's recommendation to select KSA engineers for the next five years of projects.

**MOTION BY AUBREY, SECOND BY GILKESON**, to approve the selection of KSA Engineering for the next five years of projects. AYES: Lawson-Johnson, Campbell, C. Johnson, Friedl, Haywood, Gilkeson, Aubrey. NAYES: None. MOTION CARRIED.

- b. **Fuel Facility Expansion** – McNally said Fuel Farm Expansion is underway the fuel tanks have been ordered and the contractor is working through the City approval process.

- c. **Security Upgrade (Fence Bid and Security Systems)** – McNally said the fence portion is almost finished and the security equipment installation will start next week.

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**Chairman’s Report (Cassandra Lawson-Johnson)**

- a) **Appointment of a Nominating Committee-** Lawson-Johnson asked is Carey Johnson, George Moses and Stanley Haywood to serve as the nominating committee to select the slate of officers for 2009.
- b) **Schedule 2009 Authority Meetings** – Lawson-Johnson said the Authority needs to consider approval of the regularly scheduled meeting of the Authority for 2009 as presented.

**MOTION BY HAYWOOD, SECOND BY AUBREY**, to approve the schedule of meeting for 2009. AYES: Aubrey, C. Johnson, Friedl, Gilkeson, Lawson-Johnson, Campbell, Haywood. NAYES: None. MOTION CARRIED.

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**AIRPORT MANAGER’S REPORT (Barbara McNally)**

a. **Airport Operations Manual-** McNally said she has provided updates to the Authority of the Airport Operations Manual, which includes two sections that are going to be used to train airport employees, tenants and general aviation airport users. McNally said section 2, Vehicle Operations and a new section 11 on Security rules. McNally said a motion is needed to incorporate these new regulations to the Airport Operation Manual. After some discussion a motion was made.

**MOTION BY FRIEDL, SECOND BY C. JOHNSON**, to approve the additions and updates to the Airport Operations Manual. AYES: Haywood, C. Johnson, Campbell, Aubrey, Gilkeson, Lawson-Johnson, Friedl. NAYES: None. MOTION CARRIED.

McNally invited the Authority members to a seminar on Board member rules and duties on December 12, 2008 at 8:30 a.m.

b. **Financial Report** – McNally presented the following written report:

**MANAGER’S FINANCIAL REPORT – November 2008**

**Purchase Orders** - Purchase Order’s to be approved from the Operating Account total \$ 73,231.65. This includes one time payments for structural and liability insurances \$ 17,358.00, stocking up on deicer \$ 11,197.49, wind damage repairs to the Hangar # 5 door \$ 3,928.75.

Purchase Order’s from the Capital Improvement Account totaled \$ 23,178.22. \$ 1,336.40 for TSA rent which is transferred to the operating fund and \$ 23,178.22 for Law Enforcement Officer reimbursement grant.

**Bank Balances** - The reconciled balance of the \* Money Market Account (10976043) is \$ 216,269.11, the reconciled balance of the Operating Account (10375822) is \$ 126,009.09 (which includes \$ 79,810.33 of the City’s and CCIDA funds for the matching share on the SCASD grant), the reconciled balance of the Imprest Fund (10704778) is \$ 1,856.75. For a total cash on hand less committed \$ 264,325.52.

Investment include the Arvest Management account \$ 114,480.76 which a portion is committed to the fuel facility project.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 140,478.09, Capital Improvement Account (114030) \$ 25,555.29 and restricted for land lease (invested in C.D.) \$ 343,266.00 plus interest.

**Income and Expense Budget Tracking** - Incomes for the month totaled \$ 105,684.42, YTD incomes total \$ 331,559.47 which is 44% of the total budgeted amount of \$ 761,178.30.

Expenses for the month totaled \$ 67,088.96, YTD expenses total \$ 272,168.93 which is 39% of the total budgeted amount of \$ 700,544.22

**Accounts Receivable** - AIP 23 exceeded the grant amount by \$ 58,713.05, which was paid by the Authority and will be reimbursed by the FAA in the near future.

**Collateralized Accounts** - Arvest has pledged \$ 500,000 above the FDIC limit. City National has pledged \$ 1,750,000.00 above the FDIC limit. These amounts have been confirmed with the Federal Reserve Bank.

**MOTION BY C. JOHNSON, SECOND BY CAMPBELL**, to approve the financials and purchase orders as presented. AYES: Campbell, Haywood, Lawson-Johnson, C. Johnson, Aubrey. NAYES: None. MOTION CARRIED.

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## **NEW BUSINESS**

There being no further business, the meeting was adjourned.

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**Cassandra Lawson-Johnson, Chairman**